



ADMINISTRATIVE USE ONLY

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30 October 1978

MEMORANDUM FOR : Deputy Director for Administration
Deputy Director for Operations
Deputy Director for Science & Technology
Deputy Director, National Foreign Assessment
Legislative Counsel
General Counsel
Inspector General

STATINTL

FROM :

SUBJECT : Filing of CIA Records Reviewed by HSCA

1. Section VI-B of the Memorandum of Understanding between the DCI and the HSCA provides:

"Upon the termination of the Committee, all materials provided by CIA and examined by the Committee will be kept and preserved within a segregated and secure area within CIA for at least 30 years unless the DCI and the House of Representatives agree to a shorter period of time."

There are additional provisions concerning access to and control of the documents once in storage.

2. In a subsequent modification of the agreement, the following language appears:

"Prior to its termination, the Committee will identify to the C.I.A. those documents which are to be made a part of the permanent records of the C.I.A. under records schedules approved by the Archivist of the United States, which control the disposal of all Agency records. In view of the large volume of material, it is agreed that physical segregation of the material will not be required in all cases. The Committee will designate those materials provided by C.I.A. and examined by the Committee that are to be kept and preserved within a segregated and secure area within C.I.A....."

3. The HSCA has not yet designated those documents that it wishes to have "segregated" and may well not have time to do so until after the completion of its report sometime early in 1979. At some time in the next several weeks it will reach a decision as to what it wishes to have segregated and preserved and will so advise the Agency.

4. Some Agency records personnel have suggested that a system can be devised for establishing a central index of all records reviewed by HSCA, marking or flagging the various files for permanent storage and retention, and returning them to what otherwise would be the regular storage place for them. Under the terms of the agreement this may be acceptable, for some materials, but the Committee seems to have the right to request otherwise. It may prove necessary to reproduce all those files reviewed in order that they can be segregated, literally, in a single file location. If this latter course proves necessary it will represent a major effort in reproduction as well as a significant requirement for allocation of space.

5. The Office of the Legislative Counsel has only limited holdings, which would pose no major problem for it. However, the Directorate of Operations has gathered a massive collection of files, about one-third of which have not yet been reviewed by HSCA personnel. Hopefully, those files not reviewed are not to be designated for retention.

6. It is requested that the respective Directorates and independent Offices form a working committee, under the chairmanship of a representative of the Deputy Director for Administration, for the purpose of formulating some basic approaches to the problem for use in discussions with HSCA representatives when the time comes.

cc: SA/DDCI

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